

TYPES OF PARTNERSHIPS AND THE FOLLOW UP GUIDELINES

What is a Public or Internal Partnership?

A Public Partnership is a joint effort among and between DOT's, other state, local and federal agencies and non-governmental stakeholders. An Internal Partnership is a joint effort among and between members, leaders and work units of the same organization. The purpose of a Public or Internal Partnership is to build relationships, reduce conflict, deliver quality services and effect change.

Minimal Complexity

A Public or Internal Partnership /Project Team is considered to be minimally complex when the team is internal to a specific agency and when the internal partnership is between no more than two divisions or no more than two units within a division; there are approximately 10 participants; and the facilitator is not expected to develop processes, but will work within previously developed processes. This type of partnership may be facilitated by an Agency Partnering Facilitator. Follow up is not expected/required.

Moderate Complexity

A Public or Internal Partnership /Project Team is considered to be moderately complex when the team is internal to a specific agency and the internal partnership is among no more than two or three divisions or no more than two or three units within a division; there are approximately 15 participants; and the process development is minimal. This type of partnership may be facilitated by an Agency Partnering Facilitator when such a person is available. Minimal follow up is expected/required.

Highly Complex

A Public or Internal Partnership/Project Team is considered to be highly complex when the partnership is between two or more agencies or when the internal partnership is between three or more inter-agency divisions; there are approximately 20 participants; and process development is moderate to complex. The Agency will utilize Partnering Consultants for Public or Internal Partnerships/Project Teams when there is a high degree of complexity as previously described. Follow up is expected/required.

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Follow Up Guidelines for Public or Internal Partnerships

Minimal and Moderate Complexity

Minimal and Moderate Degrees of Complexity - Contractor shall provide follow up on an as needed basis to be scheduled in agreement with the Project Team Leaders (leaders from each key stakeholder group) and paid for on an hourly basis (Offeror shall state hourly pricing in Contract Attachment 3. Prices and Pricing). Contractor shall submit in written form, a final PEP analysis and Lessons Learned to the Partnership/Project Team Leaders (for ADOT partnerships, reports will also be submitted to the ADOT Partnering Office) on a regular basis.. A Closeout Partnering Workshop/Meeting may be held at the discretion of the team. Reporting requirements for the Closeout Partnering Workshop/Meeting remain as herein described.

Highly Complex

High Degree of Complexity – See requirements described herein with the clarification that the Contractor shall provide follow up on a monthly basis to be scheduled in agreement with the Project Team Leaders (leaders from each key stakeholder group) and paid for on an hourly basis. Additionally, a Closeout Workshop/Meeting is required at this level of service.

The Contractor shall obtain approval from Agency designee with a completed “Notification of Partnering Services” form (see contract Exhibit 2.2.8.2.4 Notification of Partnering Services) prior to providing follow up or any other partnering services.

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What is a Transportation Partnership?

A Transportation Partnership is among and between public and private entities, governed by a buyer-seller contract, i.e. a construction contractor and an agency/owner.

Minimal Complexity

When the construction project has characteristics as: approximately 90 work days to complete the work; two or three key stakeholders; minimal technical complexity in design and construction; both stakeholders have worked together successfully on two or more previous projects; and all public involvement is considered to be minor or has been resolved in the pre-design and design phase. (On ADOT projects, the degree of public involvement shall be verified and managed by the Communication and Community Partnerships Division's Public Involvement Office). This type of project may be facilitated by an Agency Partnering Facilitator. Follow up is not expected/required.

Moderate Complexity

When the construction project has characteristics as: approximately 90 to 240 work days to complete the work; three or four key stakeholders; a moderate degree of technical complexity in design and construction; all stakeholders have worked together successfully on two or more previous projects; and the project's public involvement is limited to information being disseminated via public bulletins and announcements. (On ADOT projects, the degree of public involvement shall be verified and managed by the Communication and Community Partnerships Division's Public Involvement Office). This type of project may be facilitated by an experienced Agency Partnering Facilitator when project issues are minimal and an experienced Agency Partnering Facilitator is available. Minimal follow up is expected/required.

Highly Complex

When the construction project has characteristics as: approximately 240 or more work days to complete the work; three or more key stakeholders; a high degree of technical complexity in design and construction; stakeholders have not worked together successfully in the past; and the project's public involvement is on-going. On ADOT projects, the degree of public involvement shall be verified and managed by the Communication and Community Partnerships Division's Public Involvement Office. Only Contractors are selected to facilitate for those projects considered to have a high degree of complexity. Follow up is expected/required.

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Follow Up Guidelines for Transportation Project Partnering

Minimal or Moderate Complexity

Minimal or Moderate Degrees of Complexity - The Contractor shall provide follow up on an as needed basis to be scheduled in agreement with the Project Team Leaders (leaders from each key stakeholder group) and paid for on an hourly basis (Offeror shall state hourly pricing in Contract Attachment 3, Prices and Pricing). The Contractor shall submit in written form, a final PEP analysis and Lessons Learned to the Partnership/Project Team Leaders (for ADOT projects, reports will also be submitted to the ADOT Partnering Office) at or near the end of completion of the project. A Closeout Partnering Workshop/Meeting may be held at the discretion of the team. ADOT transportation partnerships shall follow the Closeout Flowchart/Process in the Fine Tuned Partnering Processes.

Highly Complex

High Degree of Complexity – The Contractor shall provide follow up on a monthly basis to be scheduled in agreement with the Project Team Leaders (leaders from each key stakeholder group) and paid for on an hourly basis (Offeror shall state hourly pricing in Contract Attachment 3, Prices and Pricing). The Contractor shall submit in written form, a final PEP analysis and Lessons Learned to the Partnership/Project Team Leaders (for ADOT projects, reports will also be submitted to the ADOT Partnering Office) at or near the end of completion of the project. Follow up may include additional facilitation, consulting or education/training services as needed. A Closeout Partnering Workshop/Meeting is required at this level of service. ADOT transportation partnerships will hold Closeout Partnering Workshops in accordance with the Closeout Flowchart/Process in the Fine Tuned Partnering Processes.